

STATE OF SOUTH CAROLINA
State Budget and Control Board
GENERAL SERVICES DIVISION

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1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-3880

M. RICHBOURG ROBERSON
DIRECTOR

April 15, 2009

Dear PROPERTY OWNER OR AGENT:

The South Carolina Department of Social Services is seeking office space in Richland County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to Gus Hoffmeyer, III.

All proposals must be received in the Real Property Services office on or before **5:00 PM, April 29, 2009 in duplicate**.

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

A handwritten signature in cursive script, appearing to read "Lisa H. Catalanotto".

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

LHC/jlm
Enclosures

REQUEST FOR LEASE PROPOSAL

ISSUE DATE: APRIL 15, 2009
STATE AGENCY NAME: SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
RETURN PROPOSALS TO: GUS HOFFMEYER, III
GENERAL SERVICES DIVISION
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
PHONE: (803) 737-0745 FAX: (803) 737-0689
E-MAIL: ghoffmever@gs.sc.gov

PROPOSAL DUE: APRIL 29, 2009 BY 5:00 PM

ALL PROPOSALS MUST BE IN WRITING AND SUBMITTED **IN DUPLICATE**. PROPOSALS MAY BE FOR PROPERTY WHICH MAY OR MAY NOT REQUIRE BUILDING ADDITIONS OR IMPROVEMENTS. PROPOSALS MAY BE FOR PLANNED CONSTRUCTION WHEREBY PROPOSER, ON THE DATE OF ISSUE, BY DEED, CONTRACT, OR OPTION, CONTROLS A SPECIFIC SITE AND HAS A SITE PLAN WHICH DEPICTS PARKING AND BUILDING DIMENSIONS; HOWEVER NO BUILD-TO-SUIT OR DESIGN/BUILD PROPOSALS MAY BE SUBMITTED. ANY PROPOSAL FOR PLANNED CONSTRUCTION MUST INCLUDE A COPY OF THE SITE DEED, CONTRACT OR OPTION AND THE SITE PLAN. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, RATE PER RENTABLE SQUARE FOOT, AND MUST LIST THOSE SERVICES AND UTILITIES INCLUDED IN THE ANNUAL RENT.

LEASE CRITERIA

RENTABLE AREA (SF): 22,000 ±

NUMBER OF EMPLOYEES: 87

COUNTY: RICHLAND

RATE (SQ FT): MARKET RATE OR BELOW – TO INCLUDE OPERATING EXPENSES

PROPOSED USE: OFFICE

PREFERRED LOCATION: WITHIN 3 MILE RADIUS OF STATE OFFICE HEADQUARTERS (1535 CONFEDERATE AVENUE EXT., COLUMBIA, SC)

TERM OF LEASE: FIVE (5) TO TEN (10) YEARS
STANDARD STATE LEASE MUST BE USED

EXPECTED
OCCUPANCY DATE: JANUARY 1, 2010

PARKING
REQUIREMENTS: 87 EMPLOYEE PARKING SPACES AND 20 VISITOR PARKING SPACES

SPECIAL NEEDS
REQUIRED: *PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE
*MUST MEET ZONING REQUIREMENTS FOR PROPOSED USE
*ECONOMICAL AND EFFICIENT SPACE UTILIZATION
*ACCOMMODATE HOURS OF NORMAL OPERATION (WEEKDAYS 8:00AM-5:00 PM)
*24 HOUR ACCESS TO SPACE
*HVAC, ELECTRICAL AND ELEVATOR SERVICE DURING NON-BUSINESS HOURS
*LOADING DOCK ACCESS - (DOCK MUST BE STANDARD HEIGHT TO
ACCOMMODATE DELIVERY TRUCKS, MUST BE COVERED, AND MUST HAVE
ACCESS TO A FREIGHT ELEVATOR (IF A MULTI-STORY BUILDING)

(See additional information on next page)

**SPECIAL NEEDS
PREFERRED:**

***ABILITY TO EXPAND LEASE TO ACCOMMODATE ADDITIONAL SPACE OF 17,000±
SQUARE FEET FOR OCCUPANCY ON OR BEFORE JANUARY 1, 2012 AND PARKING
NEEDS ASSOCIATED THEREWITH TO ACCOMMODATE APPROXIMATELY 39
EMPLOYEES AND UP TO 100 VISITORS**

***ABILITY TO EXPAND LEASE TO ACCOMMODATE ADDITIONAL SPACE OF 4,500 ±
SQUARE FEET FOR OCCUPANCY ON OR BEFORE JANUARY 1, 2014 AND PARKING
NEEDS ASSOCIATED THEREWITH TO ACCOMMODATE APPROXIMATELY 12-15
EMPLOYEES**